

OHIO UNIVERSITY BULLETIN



**1968-1969  
CORRESPONDENCE  
STUDY**

Ohio University/ Athens

**DO NOT BEND**



OHIO UNIVERSITY BULLETIN

**1968-1969  
CORRESPONDENCE  
STUDY**

Off-Campus Academic Programs  
Independent Study through Correspondence  
Ohio University, Athens, Ohio 45701

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THE FEES, programs  
and requirements  
contained in this  
bulletin are  
effective July 1, 1968  
or as indicated.  
They are necessarily  
subject to change  
without notice  
at the direction of  
the University.

## INDEPENDENT STUDY THROUGH CORRESPONDENCE

The student in residence at a college or university, or the adult interested in furthering his own educational aims, has the opportunity to earn university credit through the Independent Study through Correspondence (ISTC) division of Ohio University. In this program the student works alone, aided by a Study Guide prepared by the university faculty member who grades the papers for the course.

The correspondence form of study is available in over 50 universities affiliated with the National University Extension Association. It is designed primarily for those persons whose personal or professional experiences do not permit them to establish the university residence requirements. There are obvious advantages to both residence work and independent study,

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but it can be safely asserted that independent study develops a great deal of self-reliance, initiative, and perseverance in the student; and the teaching is on an individual basis.

Ohio University, recognized by the National University Extension Association as the only institution in Ohio giving university level work by correspondence, offers approximately 150 courses, prepared and conducted by over 100 faculty members. Beginning with the fall quarter of 1967, Ohio University courses in residence were on a quarter hour system; the Independent Study through Correspondence (ISTC) program is gradually transferring its courses to this system also. The prospective student is urged to read this bulletin very carefully and to register for courses giving complete information as indicated in this bulletin, recognizing that in the course of the year some courses will be withdrawn and others added to the total program.

## CREDIT HOURS

Courses are listed as either semester or quarter hour courses; however, for those listed as semester hours, the official transcript of work issued by the Office of Academic Records, on the request of a student who has completed a course, will carry credit in quarter hour listings as follows:

- 1 semester hour = 1.5 quarter hours
- 2 semester hours = 3 quarter hours
- 3 semester hours = 4.5 quarter hours
- 4 semester hours = 6 quarter hours
- 5 semester hours = 7.5 quarter hours

Ohio University grade points are established by multiplying the hours by the grade point as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

Ohio University does not offer graduate courses in the ISTC program; customarily not more than 25 percent

of total degree requirements for Ohio University may be met through correspondence or other non-resident offerings.

## ADMISSION

Students who have completed high school may be admitted to university level correspondence courses as may adults who have not completed the formal high school program but are deemed capable of profiting by such study.

It is expected that the applicant shall be in good standing in the institution last attended. A person not in good standing may be accepted on a non-credit basis provided he submits a letter from the dean or registrar of the institution previously attended recommending him for such admission. Upon successful completion of a course, a statement of the student's work will be sent upon request to the institution which has recommended him, although an official transcript is not issued to non-credit students.

A student may choose to enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for transfer from credit to non-credit basis must be made before two-thirds of a course is completed and will be made only if the student is doing satisfactory work. The application included in this bulletin is to be filled out clearly and completely; official transcripts from previously attended institutions are normally not required although they may on occasion be requested. Incorrect information may invalidate credit; incomplete information may cause the registration to be refused.

Admission to ISTC does not in itself constitute admission to Ohio University. Information on admission requirements

may be secured by writing directly to the Office of Admissions, Ohio University, Athens, Ohio 45701.

Admission of veterans comes under Public Law 89-358, Chapter 34. A separate listing of courses with fees is available on request. Courses by correspondence are NOT approved under Public Law 634 (War Orphans Act).

Apply to your regional VA office for TWO Certificates of Eligibility, specifying the courses or curriculum you wish to take by correspondence. When you receive your certificates, fill these out and send them to ISTC. Be certain to include your enrollment fee with your certificates and application blank. You will receive payment quarterly from the VA as you complete the assignments. Upon completion of a Certification of Lessons form and verification by ISTC to the VA, you will receive a prorated educational allowance from the VA to cover the cost of enrollment.

Keep in mind that only one change in method of study is allowed under Public Law 358. If you begin your work in residence and change to correspondence, you will not be permitted to return to residence study under the VA program. However, you may begin your course of study by correspondence and, at a later date, change to residence study. Correspondence and residence study cannot be pursued under these benefits at the same time. Write to the Veterans Administration if you want more information.

## REGISTRATION

An individual may register for a course at any time. The application must be accompanied by the stated fee in full, by any permissions needed according to the regulations stated in this bulletin, and with complete information of prerequisites indicated for the course requested. If the registrant

changes his plans after his initial registration, it is his responsibility to submit any request for change (withdrawal, transfer, etc.) in writing to ISTC in order that the record may be kept accurate. Changes of name and/or address are the responsibility of the student to submit in order to avoid errors in recording and mailing material.

It is recommended that a person register for no more than one course at a time. He may not carry more than two courses at any one time.

Before registering, the person planning to apply correspondence study credit toward teacher certification requirements is responsible for checking with the department of education of his state to insure that such credit is applicable.

## PERMISSION

An Ohio University degree candidate must secure written permission (on forms available in each dean's office) from the dean of his college before enrolling in a course; this permission form must accompany the application for registration. Normally, permission is granted for a summer or a quarter; a renewal of the dean's permission must be submitted at the beginning of each quarter a student works on a course while he is enrolled on a full time basis and is a degree candidate.

Students expecting to use correspondence course credit toward a degree at another institution must submit a written statement from the dean or registrar of that institution giving approval for the specific course for which admission is sought. Grade requirements for transfer purposes and time limits for accepting transfer credits become the responsibility of the student and his own institution.

## FEES

	Quarter Hour	Semester Hour
(after July 1, 1968)		
Ohio Residents	\$15.00	\$18.00
Non-Residents	17.50	20.50
Transfer Fee	4.00	4.00
Extension of Time	5.00	5.00

Fee for three months

Fees paid for correspondence courses may not be transferred to other courses in the University nor to other persons, nor may tuition fees paid to the University be transferred to correspondence study.

## REFUND OF FEE

A full refund is given only when the applicant is refused by ISTC. One-half of the registration fee is returned if the student requests withdrawal within three months following his registration, providing not more than three lessons have been submitted. A student should allow from two to four weeks to receive a refund check. A student registered through the United States Armed Forces Institute (USAFI) is not eligible for refund. It is expected that when a student requests withdrawal he will return the Study Guide, first sheets, and any lessons which have been graded and returned to him. The only report entered on his record in the ISTC office is that of withdrawal and the date thereof.

## TRANSFER FEE

A student may change his registration once to another course by submitting a \$4 fee with his request and a new permission (if necessary), provided that the request is made within three months following registration and that not more than three lessons have been submitted. Graded lessons and the original Study Guide should be returned to ISTC.

When a student transfers, his com-

pletion time for the new course is counted from the original registration date. A student registered under the USAFI program may not transfer; he must withdraw from the original course and apply for enrollment in the new course.

## BOOKS

Complete information on textbooks and other materials needed for a given course is included in the Study Guide sent to the student when his registration has been processed. Directions for purchasing texts through an Athens bookstore are also included. The student is cautioned to be sure to order the textbook accurately, indicating that it is for a correspondence course and giving all pertinent information included in the Study Guide.

Students enrolled under special programs (USAFI, Veteran's Administration, and sometimes Vocational Rehabilitation) are sent textbooks as a part of the registration arrangement.

## MAILING

Following registration a Study Guide containing textbook information and lesson assignments for the course together with a pad of "first sheets" to be used in submitting lessons are sent to the student by third class mail or parcel post. For USAFI students textbooks are sent bookrate; graded lessons are returned to APO and FPO addresses by airmail. If a student enrolled under USAFI wishes his textbook and Study Guide sent airmail, he is to submit a \$5 fee with his registration.

Graded lessons are returned to civilian students by first class mail. Civilian students residing outside the continental limits of the United States may have lessons returned airmail by paying at the time of registration the fee indicated in the following schedule:



### For enrollment in courses listed in semester hours

	1 semester hour	2 semester hours	3 semester hours	4 semester hours	5 semester hours
Canada and Mexico	\$ .96	\$ 1.92	\$ 2.88	\$ 3.84	\$ 4.80
South and Central America and West Indies	3.60	7.20	10.80	14.40	18.00
Europe and North Africa	4.80	9.60	14.40	19.20	24.00
Central and South Africa, Asia and the Pacific	6.00	12.00	18.00	24.00	30.00

### For enrollment in courses listed in quarter hours

	1 quarter hour	2 quarter hours	3 quarter hours	4 quarter hours	5 quarter hours
Canada and Mexico	\$ .64	\$ 1.28	\$ 1.92	\$ 2.56	\$ 3.20
South and Central America and West Indies	2.40	4.80	7.20	9.60	12.00
Europe and North Africa	3.20	6.40	9.60	12.80	16.00
Central and South Africa, Asia and the Pacific	4.50	8.00	12.00	16.00	20.00

The Study Guide, "first sheets", and graded lessons may be sent airmail to civilians with an APO or FPO address by adding a \$5 fee.

If a student withdraws from a course before completing it, he forfeits the remainder of his postage fee.

**cOURSE. ALL GRADED LESSONS MUST BE RETURNED WHEN A COURSE IS COMPLETED BEFORE A FINAL GRADE IS RELEASED.**

### LESSONS OR STUDY UNITS

For quarter hour courses there are eight lessons per quarter hour credit; for semester hour courses there are 12 lessons per semester hour credit. Normally the supervised examinations, two in most courses, are a mid-course and a final. Approximately three hours is required for the preparation of a single lesson. Specific directions for preparing and submitting lessons are given in the Study Guide for each course. At least two weeks should be allowed for the return of graded lessons after they have been received by ISTD.

Graded lessons are the property of ISTD. Any completed lessons should be returned when a student transfers to another course or withdraws from a

### TIME LIMITS

The maximum time for the completion of a course is 12 months beginning with the date of registration. A student may secure an extension of time of three months from his expiration date upon the payment of \$5. Not more than two extensions of time will be granted to any one under any circumstances. This provision does not apply to students under the USAFI program; refer to the USAFI bulletin for information concerning duration of enrollment.

The minimum time for the completion of a three semester hour or four or five quarter hour course is approximately ten weeks with lessons being submitted at the rate of not more than

six per week; this minimum time allows for mailing and grading of lessons and examinations. For two courses taken concurrently the time is approximately 20 weeks since not more than a total of six lessons per week (Monday through Saturday) will be accepted for a student whether he is enrolled in one or two courses.

## EXAMINATIONS

A student must wait for return of all graded lessons before taking an examination; lessons beyond the mid-course examination cannot be submitted until the student has taken this examination. A final examination should be taken within one month of the grading of the final lesson in the course.

Examinations are given under the supervision of ISTC, in Tupper Hall on the Athens campus of Ohio University, each Saturday morning at 9 a.m. Examinations are of two hours' duration and any student residing in Athens County is required to take his examination here. Students living in other locations are to take examinations supervised by persons as indicated in the directions contained in the Examination Application blank in the Study Guide. All examinations must be applied for on the official blank in the Study Guide. For campus examinations a student may appear on the first Saturday following the return to him of his graded lessons prior to the examination. Students taking examinations outside of Athens County are notified when the examination has been sent to the supervisor.

Examinations are to be taken within one month of being received by the supervisor or of the student's readiness for the examination. An examination not taken within one month is to be returned to the ISTC office by the

supervisor, and it is the responsibility of the student to reapply for the examination.

No fee is paid by ISTC to the person who supervises an examination. **Since examinations are the only supervised part of the course, they are of great importance in computing the final grade.**

## COMPLETION OF COURSES

It is the responsibility of the student to enroll in sufficient time to complete a course necessary for a specific deadline such as graduation or certification. Ohio University degree candidates should expect to have all course requirements, including the final examination, completed two weeks before graduation. Students expecting degrees from other institutions are responsible for knowing and meeting the deadlines set by the institution; it would be helpful if such information were provided for ISTC. Students meeting certification requirements are responsible for planning ahead in order to have ample time for necessary transcripts or statements to be prepared.

Upon completion of a course the student must return to the office of the ISTC Program all graded lessons before the final grade for the course will be released; the Study Guide may be retained by the student.

## TRANSCRIPT OF RECORD

A form is included in each Study Guide which the student may use to request directly from the Office of Academic Records an official transcript of a course completed. The fee of \$1 for each transcript should be sent with the request; the transcript will be sent to the person or institution indicated on the form.

## GENERAL INFORMATION

For questions not answered in these comments, please write directly to the Director, Independent Study Through Correspondence, Tupper Hall, Ohio University, Athens, Ohio 45701; for students already enrolled in courses who have specific questions not pertaining to the course content, letters should be sent directly to the Director, Independent Study Through Correspondence, Tupper Hall, Ohio University, Athens, Ohio 45701 with the student's name, address, and course number and title clearly indicated.

## COURSES OF INSTRUCTION

The catalog number indicates the student classification for which the course is primarily intended. This applies to quarter hour courses only. Semester hour courses carry university credit unless otherwise indicated.

001-090 Non-credit courses

100-299 Undergraduate General Program

300-499 Undergraduate Advanced or Specialized Program

Prerequisites are indicated by course numbers only (102, 103, and so on) if the course appears elsewhere in the listing; course number and title are otherwise used. Prerequisites must be met before an advanced course may be taken.

Because of necessary changes in instructors, due especially to absence of instructors on sabbatical leaves, the instructor of each course is not listed; there is, however, a list of those faculty members normally handling courses for ISTC with the department of instruction listed.

As the year progresses, supplements to the basic bulletin will be sent out, indicating changes in course offerings.

## COURSES OF INSTRUCTION

### ACCOUNTING

#### 75 Elementary Accounting

Fundamental principles of accounting theory and practice in corporations, partnerships and proprietorships. Credit 3 sem. hrs.

#### 76 Elementary Accounting

Continuation of 75. Prereq. 75. Credit 3 sem. hrs.

#### 125 Intermediate Accounting

Preparation and analysis of accounting statements; special problems in accounting for current, fixed and intangible assets, for liabilities and corporate net worth; funds and reserves; investments. Prereq. 76. Credit 3 sem. hrs.

#### 175 Cost Accounting

Determining manufacturing costs under the job-order and process system. Prereq. 76. Credit 3 sem. hrs.

#### 317 Federal Income Taxes

Survey course covering income and other taxes; emphasis on impact of tax structure on business and investment decisions. Prereq. 76. Credit 4 qt. hrs.

#### 356 Auditing Principles and Practice

Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material based on actual audit; audit reports and certificates. Prereq. 126 Intermediate Accounting and 175. Credit 3 sem. hrs.

### ADVERTISING – See Journalism

### ART – See Fine Arts

### BOTANY

#### 104 General Botany

Fundamentals of botany, including the cell, the plant body: roots, stem, leaves, flower, fruits, seed; and the general phases of plant growth. Not credited as laboratory science course at Ohio University unless the student earns one additional hour in laboratory section on campus. Credit 3 qt. hrs.

#### 133 Nature Study

Designed to develop in the student an awareness, understanding, and appreciation of living things; emphasis on materials and methods that will be of use to teachers. Does not apply toward an Ohio University degree. Credit 5 qt. hrs.

### BUSINESS LAW

#### 355 Legal Environment of Business I

Environmental approach to law of contracts including study of the structure of the American legal system. Credit 3 qt. hrs.

#### 356 Legal Environment of Business II

Law of commercial paper, sales, bank deposits and collections, and secured transactions. A general survey of the Commercial Code. Prereq. 355. Credit 3 qt. hrs.

#### 357 Legal Environment of Business III

Environmental approach to study of law of business associations, including agency, partnerships and corporations. Prereq. 355. Credit 3 qt. hrs.



## **442 Law of Real Estate**

Considers deeds, mortgages, leases and other interests in real property, and the relationship between landlord and tenant. Property law as an institution and the analysis of creation, transfer and relationships of various legal interests in land. Prereq. 356 or permission. Credit 3 qt. hrs.

## **CHEMISTRY**

### **3 General Chemistry**

Beginning course providing general survey of subject. Not credited as laboratory science at Ohio University unless the student earns one additional hour in laboratory section on campus. Prereq. high school algebra. Credit 3 sem. hrs.

### **301 Organic Chemistry**

Non-laboratory course in fundamentals of organic chemistry for persons who are not Bachelor of Science degree candidates with majors in Chemistry or Chemical Engineering. Prereq. one year of college chemistry. Credit 3 qt. hrs.

### **302 Organic Chemistry**

Continuation of 301. Prereq. 301. Credit 3 qt. hrs.

## **CLASSICAL LANGUAGES**

### **1 Beginning Greek**

Introduction to the rudiments of the language; includes fundamental grammatical principles, pronunciation and a working vocabulary; emphasis upon the Greek element in English. Credit 4 sem. hrs.

### **2 Beginning Greek**

Continuation of 1. Prereq. 1. Credit 4 sem. hrs.

### **1 Beginning Latin**

Introductory course leading to the reading of easy Latin stories of history and mythology; designed as preparation for Latin 2. Credit 4 sem. hrs.

### **2 Beginning Latin**

Consists of easy narrative dealing with mythology and Roman history; selections from Caesar's **Gallic Wars**; considerable review of fundamentals. Prereq. 1 or one year of high school Latin. Credit 4 sem. hrs.

### **102 Vergil**

Readings from **Aeneid** Books I-VI. Prereq. 123 or 127 or three years of high school Latin. Credit 4 sem. hrs.

### **123 Cicero's Orations**

Selected orations; some of the introductory lessons include translations from Caesar's **Gallic Wars**. Effort is made to provide adequate review as well as to progress in reading a new author. Prereq. 2 or two years of high school Latin; students whose Latin 2 is not recent should take 127. Credit 4 sem. hrs. By correspondence only.

### **127 Classical Latin Prose**

For those who have had two or more years of high school Latin or one year of college Latin. For a thorough review of Latin grammar, the student should register for five hours' credit; those familiar with essentials of Latin grammar, including uses of infinitive, subjunctive, gerund and gerundive, may register for three hours' credit. By correspondence only. Prereq. 2 or two or more years of high school Latin. Credit 3 or 5 qt. hrs. (Available August 1, 1968)



## **COMMUNICATION (Interpersonal)**

### **310 Parliamentary Procedure**

Study and practice of both theory and procedures by which organizations are run according to rules of order. Credit 2 qt. hrs. (Available August 15, 1968)

## **ECONOMICS**

### **101 Principles of Economics**

Basic theory and economic analysis of prices, markets, production, wages, interest, rent and profits. Credit 4 qt. hrs.

### **102 Principles of Economics**

Economic institutions and problems of society. Considers labor unions, money and banking, taxation, public utilities, international trade, business cycles, and agriculture. Prereq. 101. Credit 4 qt. hrs.

### **309 Public Utilities**

Economic basis of the public utility concept and its relation to business organization. Covers nature, scope, development, legal organization and regulation of public utilities. Prereq. 102. Credit 3 sem. hrs.

### **335 Labor Economics**

Survey of the economic forces generating modern labor problems. Consideration of the history of the labor movement, labor in politics, labor-management relations, wages and full employment. Prereq. 102. Credit 3 sem. hrs.

### **463 Economics of Government**

Analysis of spending and taxing functions of federal, state and local governments. Considers various taxes and growing importance of fiscal policy in determining level of employment. Prereq. 102. Credit 4 qt. hrs.

## **480 International Economics**

Study of the economic relations of nations of the world. Consideration of economic basis for international trade and investment; mechanics of international exchange; tariffs, quotas, exchange control, cartels and state trading as devices of economic nationalism; international economic cooperation with special reference to organizations affiliated with the United Nations. Prereq. 102. Credit 4 qt. hrs.

## **EDUCATION (Elementary)**

### **103 Studies of Children**

Bases for a developmental theory of education; growth sequences through adolescence; principles of development, behavior and learning; techniques of child-study; systematic observation of children during the course; implications for educational practice. Credit 3 sem. hrs.

### **163 Teaching the Language Arts of the Elementary School**

Preservice preparation for developmental teaching of oral communication, reading and writing expression. Uses texts and supplementary reading. Credit 3 sem. hrs.

### **165 Teaching Mathematics in the Elementary School**

Developmental approach to teaching fundamental operations in the sets of whole and fractional numbers; introduction to selected elementary school mathematics topics. Prereq. Mathematics 20-B. Credit 3 sem. hrs.

### **169 Teaching Social Studies and Science in the Elementary School**

Materials and methods used in teaching subjects in the elementary schools; spe-



# APPLICATION FOR REGISTRATION

## INDEPENDENT STUDY THROUGH CORRESPONDENCE

OHIO UNIVERSITY  
Athens, Ohio 45701

Date \_\_\_\_\_ Social Security# \_\_\_\_\_ \*Amount enclosed\$ \_\_\_\_\_

MR. MISS MRS. Name in full (Print) \_\_\_\_\_ (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (SECOND NAME) \_\_\_\_\_

Present Address \_\_\_\_\_ (STREET AND NUMBER) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (CODE) \_\_\_\_\_ County \_\_\_\_\_

Telephone Number \_\_\_\_\_

Permanent Address \_\_\_\_\_ (STREET AND NUMBER) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (CODE) \_\_\_\_\_ County \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_

### EDUCATION

	NAME AND LOCATION OF INSTITUTION	DATES ATTENDED		NO. OF UNITS OR SEMESTER HOURS EARNED	DID YOU GRADUATE
		FROM	TO		
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					

Name and catalog number of course. (It is recommended that you register for only one course at a time; you may not register for more than two.) \_\_\_\_\_

What studies have you had leading to the course for which you desire to register? State definitely what prerequisite courses have been taken. \_\_\_\_\_

Occupation \_\_\_\_\_  
(IF TEACHER, STATE GRADE. IF IN ARMED FORCES, GIVE BOTH CIVILIAN AND MILITARY OCCUPATIONS)

Are you working toward a degree at a college or university? \_\_\_\_\_ If yes, name the institution \_\_\_\_\_ and expected graduation date \_\_\_\_\_. A student intending to apply correspondence study credit toward a degree, must submit a written statement of approval from the Dean of his institution permitting him to carry the course.

Are you in good standing in the institution you last attended? \_\_\_\_\_

Purpose in taking the course: College credit \_\_\_\_\_; College entrance requirement \_\_\_\_\_; Certification \_\_\_\_\_; Other (please specify) \_\_\_\_\_

Are you currently enrolled in another correspondence course with Ohio University? \_\_\_\_\_ If so, please give name and number \_\_\_\_\_

Have you previously enrolled in an Ohio University correspondence course? \_\_\_\_\_ If so, please give name and number and the approximate date of enrollment. \_\_\_\_\_

Remarks \_\_\_\_\_

USE THE BACK OF THIS SHEET FOR ADDITIONAL REMARKS

\*Fees for residents of Ohio: \$15 per qt. hr.      Fees for non-residents of Ohio: \$17.50 per qt. hr.  
\$18 per sem. hr.      \$20.50 per sem. hr.

This schedule of fees is to be disregarded by USAFI and Veterans enrollees.

Make checks, money orders or drafts payable to "Ohio University". No portion of a fee can be refunded after three months from date of registration. Also no portion of a fee can be refunded after three lessons have been mailed.





cial emphasis on unit teaching, social studies skills and practical experiences in teaching science. Credit 4 sem. hrs.

## **EDUCATION (Secondary)**

### **130 Secondary Education**

An historical, comparative and contemporary study of secondary education. Emphasis is placed on the interrelations of school society; administrative considerations such as pupil personnel and the control, support and organization of schools; objectives of education, programs of study and student activities. Prereq. Psych. 71. Credit 3 sem. hrs. Not open to students who have had 125.

### **229 Curriculum and Teaching Practices.**

Topics which receive major consideration are curricular content and organization, principles of teaching-learning, techniques of classroom work, evaluation, and the roles of teacher and pupil. Prereq. 130. Credit 4 sem. hrs.

## **EDUCATION (General)**

### **125 Purposes and Practices of Education.**

Survey of the American public school system at all grade levels: objectives, curricular problems, guidance, organization and administration as they affect the teacher. Prereq. Psych. 71. Credit 3 sem. hrs. Not open to students who have had 130.

### **350 The History of Education**

Considers the agencies of education and social forces which have conditioned them during ancient, medieval and modern times. Prereq. 6 semester hours in Education and Psych. 71. Credit 3 sem. hrs.

## **ENGINEERING**

### **229 Review of Engineering Fundamentals.**

A review of those topics that are common to all branches of engineering and usually covered as part of the general examination for Professional Engineers. Topics include mathematics, physics, chemistry, economics, electricity, statics, dynamics, strength, thermodynamics, and fluid mechanics. Prereq. Permission. Noncredit with fee based on that of the two semester hour course of 24 lessons.

## **ENGINEERING (Civil)**

### **220 Statics**

Laws of equilibrium of forces; friction; centroids and moment of inertia. Prereq. Math. 263A. Credit 4 qt. hrs.

### **321 Dynamics**

Motion or particles and rigid bodies; work and energy; impulse and momentum. Prereq. 220. Credit 4 qt. hrs.

## **ENGINEERING (Graphics)**

### **101 Engineering Drawing**

Beginning engineering drawing course for students of Engineering and Technology and related fields: orthographic projection, dimensioning, freehand drawing, sections, auxiliary views, vectors, descriptive geometry, and nomography. Credit 3 qt. hrs.

### **102 Engineering Drawing**

Basic engineering drawings in areas of pictorial views, developments, fasteners, details and assemblies. Also introduction to electronic circuits and circuit boards, gears, cams and elementary mechanical design. Prereq. 101. Credit 3 qt. hrs.

### **103 The Slide Rule**

Slide rule computations involving multiplication and division, simple powers and roots, trigonometric functions, vectors, logarithms, fractional powers and roots of numbers. Modern 10" Log Log duplex decitrig slide rule is required with trigonometric scales on slide. Prereq. Math. 115 or permission. Credit 1 qt. hr.

## **ENGLISH**

### **109 English Composition**

An introduction to the form and techniques of prose fiction. Emphasis is placed on the student's reading, writing and understanding of the form. Credit 5 qt. hrs.

### **180 English Composition**

An introduction to literary analysis of poetry and drama. Basic techniques and approaches are taught with the emphasis on student understanding and critical thinking. Prereq. 170. Credit 5 qt. hrs.

### **101 English Literature Through Milton**

Middle Ages through the seventeenth century; emphasis on Chaucer, Shakespeare and Milton. Prereq. 180. Credit 3 sem. hrs.

### **102 English Literature Since Milton**

Eighteenth century to the present. Prereq. 180. Credit 3 sem. hrs.

### **111 Chief American Writers**

Franklin, Emerson, Thoreau, Melville, Hawthorne, Poe, Whitman, Dickinson and others. Prereq. 180. Credit 3 sem. hrs.

### **112 Chief American Writers**

Twain, James, Crane, O'Neill, Eliot, Hemingway, Faulkner, Miller and others. Prereq. 180. Credit 3 sem. hrs.

### **201 Interpretation of Fiction**

Study of the forms and techniques of the art of fiction. Prereq. 180. Credit 5 qt. hrs.

### **202 Interpretation of Poetry**

Intensive reading of selected poems from all periods of English and American Literature and study of forms and techniques. Prereq. 180. Credit 5 qt. hrs.

### **203 Interpretation of Drama**

Analysis of dramatic forms including Greek, French, English, Norwegian, Russian and American plays. Prereq. 180. Credit 5 qt. hrs.

### **285 Bible As Literature**

Selected prose and poetry of Old and New Testaments. Prereq. 3 semester hours beyond 180. Credit 3 sem. hrs.

### **301 Shakespeare, The Histories**

History plays. Prereq. 5 quarter hours beyond 180. Credit 5 qt. hrs.

### **302 Shakespeare, The Comedies**

Comedies. Prereq. 5 quarter hours beyond 180. Credit 5 qt. hrs.

### **303 Shakespeare, The Tragedies**

Principal tragedies. Prereq. 5 quarter hours beyond 180. Credit 5 qt. hrs.

### **308 Advanced Composition**

Development of essay skills through reading and analysis of professional essays and considerable student practice on personal, public and literary topics; research paper. Prereq. 5 quarter hours beyond 180. Credit 5 qt. hrs.

### **309 Creative Writing**

Study of the craft of fiction with examples of modern prose fiction followed by the writing of four short stories for professional criticism. Prereq. 5 quarter hours beyond 180 and a sketch of 300-500 words (to be submitted with

the application for the course) giving academic background and reasons for taking the course. Credit 5 qt. hrs.

## FINE ARTS

### 121 History of Painting and Sculpture

Chronological survey of art from the earliest time to the Renaissance. Credit 3 sem. hrs.

## GEOGRAPHY

### 101 Elements of Physical Geography

Systematic survey of earth-sun relationships, landforms, weather and climate, soils, and natural vegetation as background for cultural geography which is recommended to follow this course. Not open to Ohio University geography majors or those who have had 201 or 301. Credit 3 qt. hrs.

### 121 Elements of Cultural Geography

Systematic survey of settlement, population, and economic activities in geographic studies. Not open to Ohio University geography majors. Credit 3 qt. hrs.

## GERMAN

### 123 Scientific German

Designed especially for science majors and will fulfill foreign language requirement of College of Arts and Sciences in lieu of 122, Intermediate Spoken German and Reading. Prereq. 121, Intermediate Spoken German and Reading or 4 years high school German. Credit 5 qt. hrs.

## GOVERNMENT

### 101 American National Government

Constitutional basis and development,

political processes, and organization of American national government. Credit 4 qt. hrs.

### 102 American National Government

Concerned with functions and operations of national government. Prereq. 101. Credit 4 qt. hrs.

### 203 Municipal Government and Administration

Creation and legal powers of cities; municipal elections and politics; analysis of the administrative function and problems of city government. Prereq. 6 semester hours of government. Credit 3 sem. hrs.

### 216 International Relations

Survey of the modern nation state system and recent trends in interstate relations; study of basic forces and conditions affecting international politics and the formulation of national foreign policies. Prereq. 6 semester hours of government. Credit 3 sem. hrs.

### 304 Politics in the American States

Comparative analysis of state political systems. Emphasis on structure and process of policy making of states within a federal context. Prereq. 102. Credit 5 qt. hrs. (Available October 1, 1968).

### 331 Comparative Government

The political systems of Great Britain and of India. Credit 4 qt. hrs.

### 332 Comparative Government

The political systems of France and West Germany. Credit 4 qt. hrs.

### 333 Comparative Government

The political systems of the Soviet Union and one-party states. Credit 4 qt. hrs. (Available October 15, 1968).

## HEALTH, PHYSICAL EDUCATION AND RECREATION

### 102 Personal and Community Health

Hygienic practices and an appreciation of the means whereby health of the individual may be maintained. Credit 3 sem. hrs.

### 227 First Aid

Principles and practices of American Red Cross First Aid. (Red Cross Certificate cannot be issued.) Credit 3 qt. hrs.

### 252 Kinesiology

Analysis of human motion based on anatomical and mechanical principles. Prereq. Zoology 301, Human Anatomy. Credit 3 qt. hrs.

### 253 Nature and Function of Play

Historical background, theory, need, and administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. (Offered by correspondence only.) Credit 3 qt. hrs.

### 269 Teaching of Health

Instruction, principles and curricula used in presenting health information to pupils in the elementary and secondary schools. Prereq. 102. Credit 3 sem. hrs.

### 270 Teaching of Physical Education

Objectives, organization and program suggestions for elementary school. Credit 2 qt. hrs.

### 281 Administration of Intramural Sports

Methods of organizing and administering a program of intramural sports for all age levels. Credit 3 qt. hrs.

### 349 Community Recreation

History of the play movement, programs and program building, admin-

istration of playgrounds, community centers, and recreational activities. Credit 3 sem. hrs.

### 404 History and Principles of Physical Education

Physical education systems and their influences from the time of the Greeks; principles underlying physical education in the modern program of education. Prereq. Zoology 301, Human Anatomy and 345, Human Physiology. Credit 5 qt. hrs. (Available October 1, 1968). You may register for this course for three semester hours credit as 304 until October 1, 1968.

### 406 Organization and Administration of Physical Education

Methods of organizing and administering physical education, recreation and athletics in schools and colleges. Credit 5 qt. hrs.

### 409 Tests and Measurements

Methods of organizing, administering and evaluating tests in health, physical education, and athletics; practice in handling test data by elementary statistical methods. Credit 5 qt. hrs.

## HISTORY

It is recommended that the Western Civilization and United States courses be taken in sequence.

### Note:

Students who had History 1 under the semester system (Western Civilization 1450-1815) should take 102 and 103 under the quarter system to complete the sequence. Students who had History 2 under the semester system (1815 to the present) should take 101 and 102 under the quarter system to complete the sequence. Full credit will be given students taking any course under the quarter system which has part of the material from a semester system course repeated.



### **101 Western Civilization in Modern Times 1450-1648**

Renaissance, Reformation origins of national state system, diplomacy and imperialism as applied to Portugal, Spain, and Hapsburg Empires, and commercial and scientific revolutions. Credit 3 qt. hrs.

### **102 Western Civilization in Modern Times 1648-1848**

Absolutism, constitutionalism, operation of coalition diplomacy and imperialism as applied to France and Britain; Westernization of Eastern Europe, enlightenment, French Revolution, agricultural, commercial and industrial revolutions and growth of ideologies—liberalism, socialism, and nationalism. Credit 3 qt. hrs.

### **103 Western Civilization in Modern Times 1848-Present**

Continued industrial revolution and spread of liberalism, socialism and nationalism, rise and fall of German bid for power in two world wars; new ideologies of materialism, positivism, social Darwinism, irrationalism, totalitarianism; Russian and Chinese revolutions and international communism; rise and fall of Western empires in Africa and Asia. Credit 3 qt. hrs.

#### **Note:**

Students who had History 101 under the semester system (U. S. 1607 to 1865) should take 212 and 213 under the quarter system to complete the sequence. Students who had History 102 under the semester system (U. S. 1865 to the present) should take 211 and 212 under the quarter system to complete the sequence. Full credit will be given students taking any course under the quarter system which has part of the material from a semester system course repeated.

### **211 History of the United States 1607-1828**

Colonial America, founding of the new nation, and early national period in American history. Credit 3 qt. hrs.

### **212 History of the United States 1828-1900**

Jacksonian Democracy, territorial expansion, sectionalism and controversy, Civil War, Reconstruction and impact of expanded Industrial Revolution. Credit 3 qt. hrs.

### **213 History of the United States 1900 to the Present**

Progressive government, World War I, prosperity and depression, World War II, and problems of the Cold War era. Credit 3 qt. hrs.

### **269 Teaching Social Studies in Junior and Senior High Schools**

Nature, development, purpose and value of the social studies; emphasis on methods and techniques of instruction. Covers problems of curriculum reorganization, unit planning, materials of instruction and evaluation. Prereq. 12 semester hours in social sciences. Credit 3 sem. hrs.

### **317A Ohio History to 1851**

Moundbuilders and Indians, Anglo-French rivalry, Revolution, territorial development, patterns of settlement. Constitution of 1802, evolution of political parties, transportation and economy, banking and currency, Constitution of 1851. Credit 3 qt. hrs.

### **317B Ohio History Since 1851**

Slavery and restructuring of political parties, Civil War, rise of industry, politics in progressive era, great depression and its aftermath, post-World War II Ohio. Credit 3 qt. hrs.



## HOME ECONOMICS

### 128 Introduction to Nutrition

Relation of foods and nutrition to growth, development and maintenance of health. Emphasis on development of good food habits for children and adults. Credit 3 qt. hrs.

### 180 Furnishing Today's Home

Practical and esthetic study of home furnishings, including basic art qualities, studies in color and design; materials used in furnishings; selection and arrangement of furniture and accessories. Credit 3 qt. hrs.

### 215 Elementary Textiles

Fundamentals of textiles including study of textile fibers, yarns, fabrics, and finishes with reference to production, processing, use and care. Credit 3 qt. hrs.

### 290 Family Consumer Economics

Management of personal and family financial problems. Retailing activities as they affect the role of the consumer. Credit 3 qt. hrs.

## HUMANITIES

### 107 Great Books

Guided reading of literary masterpieces, ancient and modern. Considers man's relation to God, right and wrong, society and environment. Study of Homer, *Odyssey*; Aeschylus, *Prometheus Bound*; Sophocles, *Philoctetes*; Euripides, *Bacchae*; Plato, selections; Shakespeare *Othello*; Voltaire, *Candide*; Goethe, *Faust*, Part I; Dostoevsky, *Crime and Punishment*; Ibsen, selected plays. Credit 3 sem. hrs.

### 108 Great Books

Guided reading of literary masterpieces, ancient and modern. Considers man's relation to God, right and wrong,

society and environment. Study of Aeschylus, *Agamemnon*; Sophocles, *Antigone*, *Oedipus Rex*; Vergil, *Aeneid*; *Old Testament*, selections; Thucydides, selection from *History of the Peloponnesian War*; Dante, *The Divine Comedy*; Shakespeare, *Hamlet*; Cervantes, *Don Quixote*. Credit 3 sem. hrs.

## JOURNALISM

### 250 Advertising Principles

Major factors in development of advertising programs. Credit 5 qt. hrs.

### 441 Magazine Feature Writing

Includes finding subjects, writing, illustrating and marketing of free-lance magazine articles. Prereq. 231, Newspaper Reporting or 15 quarter hours of English or permission. Credit 4 qt. hrs.

### 442 Advanced Magazine Feature Writing

Emphasis is placed on quality writing for magazines, with wide latitude of subjects permitted. Prereq. 441. Credit 3 qt. hrs.

## LIBRARY SCIENCE

### 291 The School Library

Methods and materials used in organizing and developing school library service. Availability of a library for observation and reference is essential to the work of the course. Credit 3 sem. hrs.

## MANAGEMENT AND ORGANIZATIONAL BEHAVIOR

### 110 Management

Management, the integrating function of business organization. Prereq. Econ. 102 or permission. Credit 3 sem. hrs.

### **312 Administration of Personnel**

Principles of management of people in business organizations and institutions. Topics include employee selection, training and rating; labor turnover; job analysis; wage and salary administration. Prereq. 110 or permission. Credit 3 sem. hrs.

## **MARKETING**

### **301 Basic Concepts of Marketing I**

Basic concepts in marketing goods to consumers and industrial users. Prereq. Econ. 102. Credit 3 qt. hrs.

### **302 Basic Concepts of Marketing II**

Strategies involved in marketing goods to consumers and industrial users. Prereq. 301. Credit 3 qt. hrs.

## **MATHEMATICS**

### **011 Elementary Algebra**

For students with no high school algebra. Hours and grade points not counted toward Ohio University degree. Credit 5 qt. hrs.

### **032 Euclidean Geometry**

For students with no high school geometry. Hours and grade points not counted toward Ohio University degree. Prereq. 011 or 1 year high school algebra. Credit 5 qt. hrs.

### **20A Foundations of Elementary Mathematics**

Introduction to the "new math" and underlying foundations of elementary mathematics. Designed primarily for elementary education majors and teachers. Prereq. 032 or high school algebra and plane geometry. Credit 3 qt. hrs.

### **20B Foundations of Elementary Mathematics**

Introduction to the "new math" and underlying foundations of elementary mathematics (continuation of 20A). Designed primarily for elementary education majors and teachers. Prereq. 20A. Credit 3 qt. hrs.

Math. 20A and 20B are equivalent to Math. 120 five quarter hours and will carry university credit although the course number is below the 100 level.

### **113 Algebra**

Exponents and radicals; linear and quadratic equations; fractions; factoring; theory of equations. Non-credit after 2 years of high school algebra. Prereq. 032 or 1 year each of high school algebra and geometry. Credit 3 qt. hrs.

### **115 Introduction to Mathematics**

Selected topics in sets; real number system; inequalities in real numbers, mathematical induction, real functions and their graphs, polynomials, inverse functions. Prereq. 032 or 1 year each of high school algebra and geometry. Credit 3 qt. hrs.

### **116 Analytic Trigonometry**

Trigonometric functions and their properties; identities, equations, applications. Designed as preparation for calculus. Prereq. 113 or 115 or 2 years high school algebra and 1 year high school geometry. Credit 2 qt. hrs.

### **230A College Geometry**

Elementary plane Euclidean geometry. Selected topics in axiomatics, modern Euclidean and non-Euclidean geometries. Prereq. 263B. Credit 3 qt. hrs.

### **230B College Geometry**

Continuation of 230A. Prereq. 230A. Credit 3 qt. hrs. (Available October 1, 1968).

### **263A Analytic Geometry and Calculus**

Functions and limits, inequalities, analytic geometry, differentiation, applications of derivatives. Prereq. 113 and 115. Credit 5 qt. hrs.

### **263B Analytic Geometry and Calculus**

Integration, applications of integration, differentiation and integration of transcendental functions. Prereq. 116 or with 116 and 263A. Credit 5 qt. hrs.

### **268 Teaching of Mathematics in High School**

Analysis of the basic ideas of algebra and geometry. Methods of presenting topics in these subjects to junior and senior high school students. Prereq. 263A. Credit 3 sem. hrs.

## **PHILOSOPHY**

### **101 Fundamentals of Philosophy**

Basic problems, concepts and methods in modern philosophy. Credit 3 qt. hrs.

### **102 Principles of Reasoning**

Use of evidence in establishing reliable conclusions. Credit 3 qt. hrs.

### **301 Introduction to Philosophy**

Analysis of typical philosophical problems arising in study of nature, society, and religion for purpose of developing a thoughtful and consistent intellectual perspective. Not open to those who have had 101. Credit 3 qt. hrs.

## **PHYSICAL EDUCATION –**

**See Health, Physical Education  
and Recreation**

## **PHYSICAL SCIENCE**

### **101 Physical World**

General physical science course designed for non-science majors. Includes introduction to astronomy and meteorology. Not credited as laboratory science at Ohio University unless the student earns one hour of laboratory credit on campus. Credit 2 qt. hrs.

### **102 Physical World**

General physical science course designed for non-science majors. Includes geology and chemistry. Not credited as laboratory science at Ohio University unless the student earns one hour of laboratory credit on campus. Credit 2 qt. hrs.

### **103 Physical World**

General physical science course designed for non-science majors. Includes physics. Not credited as laboratory science at Ohio University unless the student earns one hour of laboratory credit on campus. Credit 2 qt. hrs.

## **PHYSICS**

### **5 Introduction to Physics**

Fundamentals of mechanics, heat and sound; for preprofessional students. Not credited as laboratory science at Ohio University unless the student earns one hour of laboratory credit on campus. Credit 3 sem. hrs.

### **6 Introduction to Physics**

Fundamentals of electricity, magnetism, light and modern physics; for preprofessional students. Not credited as laboratory science at Ohio University unless the student earns one hour of laboratory credit on campus. Prereq. 5. Credit 3 sem. hrs.

## PSYCHOLOGY

### 71 Educational Psychology

Psychological facts and principles of concern to those planning to teach. Prereq. 102. Credit 3 sem. hrs.

### 101 General Psychology I

Introductory course dealing primarily with learning, motivation, and sensory processes. Credit 3 qt. hrs.

### 102 General Psychology II

Continuation of 101. Prereq. 101. Credit 3 qt. hrs.

### 131 Psychology of Adjustment

Dynamics, development and problems of human adjustment. Prereq. 102. Credit 3 sem. hrs.

### 332 Abnormal Psychology

Man's mental deviations from the normal; theory, application and limitations of psychoanalysis; methods of studying abnormal mental processes, especially psychoses. Prereq. 102. Credit 3 sem. hrs.

### 373 Child and Adolescent Psychology

Behavior from infancy through adolescence. Prereq. 102. Credit 5 qt. hrs.

## RADIO-TELEVISION

### 106 Introduction To Radio-Television

Organization, structure and functions of broadcasting as a medium of communication. Credit 4 qt. hrs.

## SOCIOLOGY

### 302 Principles of Sociology

Nature of human society and factors affecting its development. Introduction to fundamental concepts of sociology: culture, personality, groups, institutions. Credit 5 qt. hrs.

### 323 American Society

Sociological interpretation of American society. Analysis of institutional order: family, economy, government, education and stratification. Problem of stability of social and cultural systems. Prereq. 302. Credit 4 qt. hrs.

### 351 Elementary Research Techniques

Research techniques in sociology. Research design; collection, recording, and analysis of data. Prereq. 8 hrs. of Sociology. Credit 4 qt. hrs.

## SPEECH – See Communication, Interpersonal

## STATISTICS

### 155 Business Statistics

Nature of economic and business data such as prices, output, employment; methods used in collection, presentation, analysis and interpretation of data. Includes frequency distributions, measures of central tendency, measures of dispersion, rates, ratios, percentages, index numbers, tables, sources and evaluation of data, correlations, time series analysis, and sampling error. Prereq. Econ. 102, Math. 263A. Credit 4 sem. hrs.

### 354 Quantitative Methods I

Sets, permutations, combinations. Probability: random variables, axioms, relative frequency, discrete and continuous cases, multidimensional functions, independent and conditional probabilities, moments, law of large numbers, central limit theorem, binomial, normal and Poisson distributions. Prereq. Mathematics through Elementary Calculus and Phil. 102. Credit 3 qt. hrs. (Available October 15, 1968)

### **355 Quantitative Methods II**

Statistics: sampling, estimation (point and interval), tests of hypotheses, correlation and regression, analysis of variance, and covariance. Prereq. 354. Credit 3 qt. hrs. (Available October 15, 1968)

### **356 Quantitative Methods III**

Applications of operations research techniques (queueing, allocation, routing, gaming, decision-theory, etc.) to improve performance of organizations. Prereq. 355. Credit 3 qt. hrs. (Available January 15, 1969)



## CORRESPONDENCE STUDY FACULTY MEMBERS

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Russell N. Baird, M.A., Professor of Journalism  
Clyde Baker, M.S., Curator of Physics Department  
Richard H. Bald, Ph.D., Associate Professor of Government  
James F. Barnes, A.M., Instructor in Government  
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Esther L. Duncan, M.A., Instructor in Mathematics  
Paul R. Dunlap, M.Ed., Lecturer in Quantitative Methods  
Cecilia A. Eaton, A.M., Instructor in Classical Languages  
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 Robert R. Winkler, Ph.D., Associate Professor of Chemistry  
 Richard L. Woolison, M.Ed., Instructor in Physical Education  
 Arthur P. Woolley, B.A., Instructor in English



## PROFILE OF OHIO UNIVERSITY

Chartered in 1804, Ohio University is the oldest institution of higher education in the Northwest Territory. In 164 years the University has grown from a single building to 85 principal buildings covering 750 acres. Cutler Hall, the main administration building, was built in 1816 and is a National Historic Landmark.

The main campus of the University is located in Athens, Ohio, 76 miles southeast of Columbus, the state capital. Athens is at the junction of U. S. Routes 33 and 50, and it is serviced by both railroad and bus lines.

The Athens campus has an enrollment of more than 17,000 students in eight colleges and ten schools. Some 5,000 students are enrolled in new campuses located at Belmont County, Lancaster, Chillicothe, Portsmouth, and Zanesville.

University officials have launched an extensive building program; and

in addition to the \$40 million science and engineering complex which was opened in the spring of 1968, a 1.5 million volume library and a 14,000-seat convocation center are scheduled for completion in the fall of 1968. Construction has begun on a music building and a television theater building, and plans have been set for a mathematics and science lecture hall, a bio-science lecture hall, and buildings for botanical and science research.

Currently the University offers undergraduate study in approximately 100 areas, with a full-time faculty of 720, plus 75 part-time faculty and 600 graduate teaching assistants. The Graduate College offers 17 doctoral programs and master's degree work in 44 areas.

The University's academic calendar consists of three quarters of from 10 to 12 weeks, and a summer quarter of two five-and-one-half week terms. Many students find it advantageous to register for all sessions, which provides the opportunity for year-round study and research. Graduate assistants have the added opportunity of study with waiver of the general registration fee during the summer sessions immediately preceding and following the period of their regular appointments. Some graduate appointments and scholarships are available in the summer quarter as well as in the regular academic year.

Ohio University has been an accredited member of the National University Extension Association since 1926. The University is also accredited by the North Central Association of Colleges and Secondary Schools, and by the professional accrediting associations identified with its major academic divisions.

# Ohio University Bulletin

Ohio University Athens, Ohio 45701

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